

# Biennium End Procedures

For Purchase Orders in PeopleSoft

# Old Business

- Recent Problems Reopening POs
- Reviewing Vouchers under Document Status
- Budget Checking Problems
  - After closing POs
  - Single POs during the day

# Two Types of Agencies

- Ones that rely on the encumbrance amounts
- Ones that track their own encumbrances or do not worry about them

***Both types still need to follow correct biennium end procedures for clean records.***

# Dates to Remember

- June 1<sup>st</sup> – First set of Biennium query reports (NDS\_PO\_DTL\_BIENNIUM)
- June 30<sup>th</sup> – Second set of same query will be distributed
- July 25<sup>th</sup> – Third and last time this query will be run by OMB. Final decisions to be made on POs to be rolled to next biennium.
- July 26<sup>th</sup> – Last day to apply back to 2011 biennium.

# Rule #1

- The budget dates on the PO distribution lines must be in the same period as the voucher accounting dates.
  - PO budget checked in June should be paid in 2011 biennium
  - PO budget checked in July should not be paid by a voucher backdated to 6/30/11.

# Finding the Budget Date

- Please have your staff customize all distribution screens within purchase orders so they can see the Budget Date field easier.
- Written instructions can be found at [www.nd.gov/vr/purchmod/checklists-po.html](http://www.nd.gov/vr/purchmod/checklists-po.html) called "Customizing PO Lines."
- Better instructions can be found using OnDemand "ST 11.1.1 – Customizing PO Views."

# Rule #2

- There will be NO purchase orders left open in the new biennium with a budget date prior to July 1, 2011.
  - Any POs not closed, paid, or rolled by the end of the biennium will be brought to a status of “complete” by ITD before the new biennium is opened.

# Methodology

- When the system is closed for biennium end, ITD will run a force-close process to change ALL active purchase orders and lines with **budget dates** prior to 7/1/2011 to a Complete status.
  - This will be done after biennium end reports are run, so agencies will be able to see their encumbrance totals before this process.
  - Any POs closed in error can be reopened using new budget dates when the system is opened again.



# Biennium Queries

- Use report from June 1<sup>st</sup> to start narrowing down the number of active POs.
  - Close all POs that you safely can.
  - If the items are received by June 30, get the POs paid and make sure the budget dates match with the voucher.
  - We strongly recommend that agencies use receiving on POs, especially when items are shipped at different times.

# June 30<sup>th</sup> Report

- **Fiscal staff:** Please review the list of POs outstanding and not received; mark the items that are to be paid in the new biennium for purchasing staff.
  - You have approx. 3 weeks to apply back payments; purchasing staff need to know which of their POs will likely be paid and backdated to June 30 during this time.
  - Keep **Rule #1** in mind about the budget dates matching

# Final PO Report

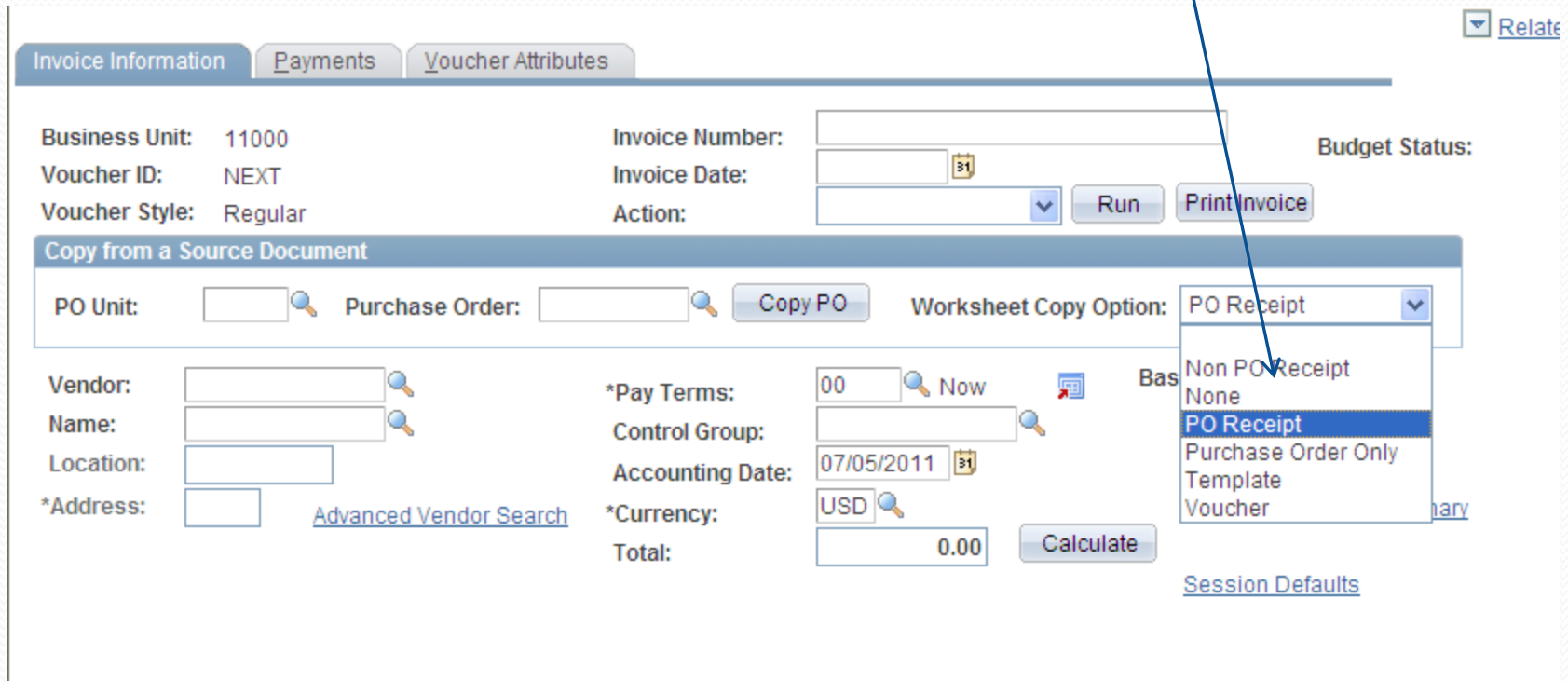
- Vendor Registry will run this query a last time on July 25th for agencies to make their final decisions.
  - Use same criteria as the others
  - Keep **Rule #2** in mind: Any POs listed on this query will be closed when the system closes.

# Scenario #1

- Purchase orders that have been fully received before July 1<sup>st</sup>, but are not fully paid:
  - Pay the PO before biennium closes, making sure that the voucher is backdated to 6/30/11.
- Fiscal Policy 201 states:
  - “. . . all goods and services ordered and received prior to June 30 must be charged to the biennial appropriation for the period ending June 30.”

# How to Verify Receiving

If agencies do not use the 'Worksheet Copy Option' they will not be able to see the dates on the PO.



The screenshot displays a financial system interface with the following elements:

- Navigation Tabs:** Invoice Information, Payments, Voucher Attributes.
- Business Unit:** 11000
- Voucher ID:** NEXT
- Voucher Style:** Regular
- Invoice Number:** [Empty field]
- Invoice Date:** [Empty field with calendar icon]
- Action:** [Dropdown menu]
- Budget Status:** [Empty field]
- Buttons:** Run, Print Invoice
- Section Header:** Copy from a Source Document
- PO Unit:** [Empty field with magnifying glass icon]
- Purchase Order:** [Empty field with magnifying glass icon]
- Copy PO:** [Button]
- Worksheet Copy Option:** [Dropdown menu showing options: PO Receipt, Non PO Receipt, None, PO Receipt, Purchase Order Only, Template, Voucher]
- Vendor:** [Empty field with magnifying glass icon]
- Name:** [Empty field with magnifying glass icon]
- Location:** [Empty field]
- \*Address:** [Empty field]
- \*Pay Terms:** 00 [Empty field with magnifying glass icon] Now [Calendar icon]
- Control Group:** [Empty field with magnifying glass icon]
- Accounting Date:** 07/05/2011 [Calendar icon]
- \*Currency:** USD [Empty field with magnifying glass icon]
- Total:** 0.00
- Buttons:** Calculate
- Bas:** [Empty field]
- Advanced Vendor Search:** [Link]
- Session Defaults:** [Link]

A blue arrow points from the text "If agencies do not use the 'Worksheet Copy Option' they will not be able to see the dates on the PO." to the 'Worksheet Copy Option' dropdown menu.

# Receiving Dates Con't.

[Accession Information](#) [New Accession](#) [Help](#) [Customize Page](#)

## Copy Worksheet

Unit: 11000 Voucher: NEXT

[Back to Invoice](#)

### Receiver Lookup Criteria

PO Business Unit:	<input type="text"/>	PO Number:	<input type="text"/>	*PO Dt Opt:	No Date	PO Date:	<input type="text"/>
Receipt Unit:	11000						
Receipt Number From:	0000000094	Receipt Number To:	<input type="text"/>				
Receiver Line From:	<input type="text"/>	Line:	<input type="text"/>				
*Receipt Date Option:	No Date	Receipt Date:	<input type="text"/>				
Ship To:	<input type="text"/>	Packing Slip:	<input type="text"/>				
Pro Number:	<input type="text"/>	Bill of Lading:	<input type="text"/>				
Carrier ID:	<input type="text"/>						

### Additional Search Criteria

Max Rows to  
Return

Search

Copy Selected Lines

Reset

☒ Select All

☐ Clear All

### Select Receiver Lines

[Find](#) [View All](#) First 1 of 3 Last

PO Unit:	11000	PO No.:	0000000132	PO Date:	05/18/2011
BU Recv:	11000	Receipt No:	0000000094	Recv Date:	06/03/2011
Ship To:	110502	Carrier ID:		Packing Slip:	
Pro Number:				Bill of Lading:	
Vendor ID:	0000095949	TITAN MACHINERY INC OF GRAND FORKS			

[Customize](#) [Find](#) [View All](#) First 1 of 4 Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price	PO No.	Line	Sched Num	Recv Line Status	Amount Only	Vendor Item ID	Mfg Item ID	Contract ID
<input type="checkbox"/>	5	1		watch quantities on schedule	1.0000	EA	20.00000	20.00	USD	1.0000	EA	20.00	0000000132	1	5	Received				

☒ Select All

☐ Clear All

# Work-arounds

- If you received the goods on June 30<sup>th</sup> or earlier, but did not have time to enter the receipt for it, please do not record it online! Record the receipt of the items on the hard copy of the PO and pay off of that.
- If you ordered and received something by June 30<sup>th</sup>, but you forgot to enter a PO for it, **please do not enter a PO after the fact.** Pay for the item using a regular voucher instead.

# Questions?



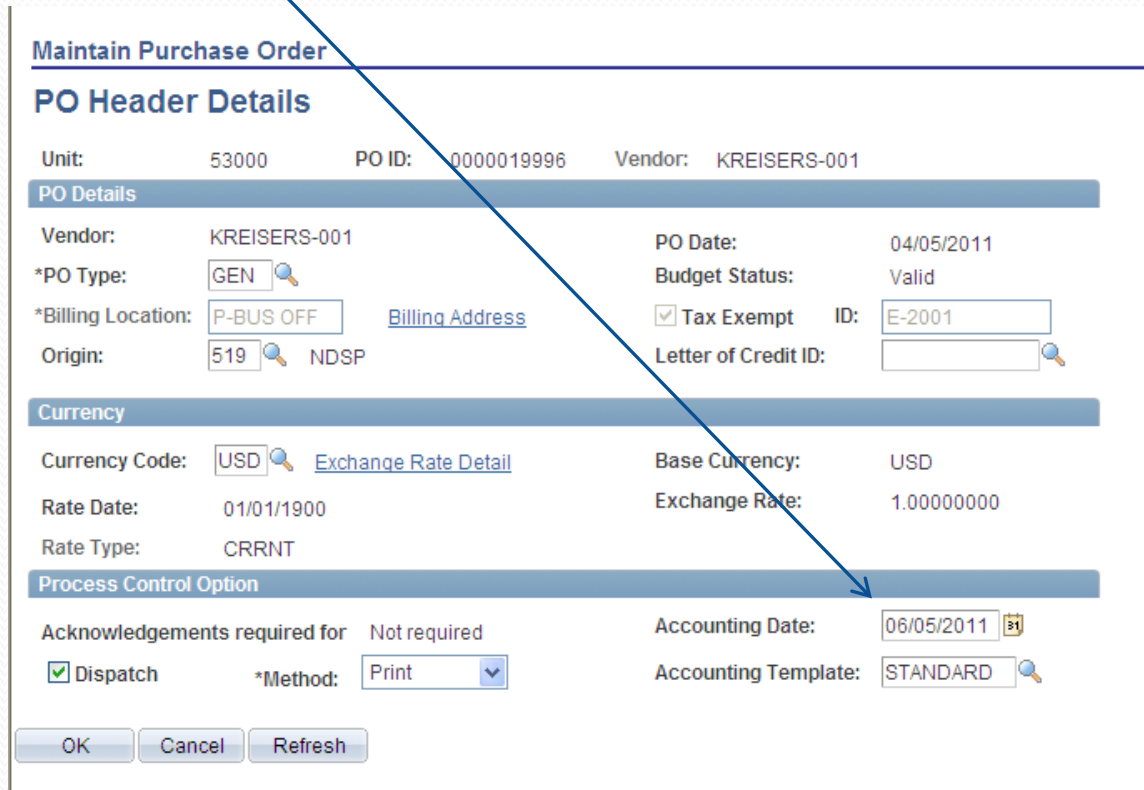


# Scenario #2

- Purchase orders that are dated prior to 7/1/11, but have not been received or paid at all by 7/26.
  - ❖ Fiscal Policy 201 states, "Goods and services received after June 30 are obligations of the biennial appropriation beginning July 1."
  - Option 1: Manually change the accounting date and the budget date under [PO Details](#) to new biennium.
  - Option 2: If not paid by July 26<sup>th</sup>, allow the PO to be automatically closed; it will have to be reopened with new dates when ready to pay.

# 4 Steps to Change PO Dates

1. Under Header Details, change this accounting date to July 1 or later:



**Maintain Purchase Order**

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**PO Header Details**

Unit: 53000      PO ID: 0000019996      Vendor: KREISERS-001

**PO Details**

Vendor:	KREISERS-001	PO Date:	04/05/2011
*PO Type:	GEN	Budget Status:	Valid
*Billing Location:	P-BUS OFF	<input checked="" type="checkbox"/> Tax Exempt	ID: E-2001
Origin:	519 NDSP	Letter of Credit ID:	

**Currency**

Currency Code:	USD	Base Currency:	USD
Rate Date:	01/01/1900	Exchange Rate:	1.00000000
Rate Type:	CRRNT		

**Process Control Option**

Acknowledgements required for	Not required	Accounting Date:	06/05/2011
<input checked="" type="checkbox"/> Dispatch	*Method: Print	Accounting Template:	STANDARD

OK    Cancel    Refresh

# Purchase Order Defaults

2. Under the [PO Defaults](#) link, make sure the budget date here changes to the new biennium as well.

Rela

### Maintain Purchase Order

#### Purchase Order Defaults

Unit: 53000 PO ID: 0000019996 Vendor: KREISERS-001

##### Default Options

☐ Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

☒ Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

##### Line

Category:  Unit of Measure:

##### Schedule

Ship To: YCC-ADMIN YCC-Admin-SHIP TO/BILL TO Ultimate Use Code:

Due Date:  Original Promise Date:

Ship Via: COMMON Freight Terms Code: FOB DEST

Arbitration:  Freight Charge Method: Weight

\*Distribute by: Quantity [One Time Address](#)

##### Distribution

SpeedChart:

##### Distributions

Chartfields Asset Information

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Class	Budget Date	Location
1	100.0000	53000	552050	530	001	4120	53079	07/01/2011	P-WAREHOUSE

OK Cancel Refresh

# Retrofit Changes

3. Carefully read this screen to change the budget dates on all distribution lines. Do not change any other field; click "OK."

## Maintain Purchase Order

Retrofit field changes to "all" existing PO lines/schedules/distributions.....

Unit: 53000 PO ID: 0000019996 Vendor: KREISERS-001

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.

For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.

Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.

Select 'Apply to All Distributions' to apply changes to all distribution lines on the PO.

Customize   Find   View All   First 1 of 1 Last				
Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input type="checkbox"/>	1	Budget Date	2011-07-01	<input checked="" type="checkbox"/>

☒ Select All ☐ Clear All

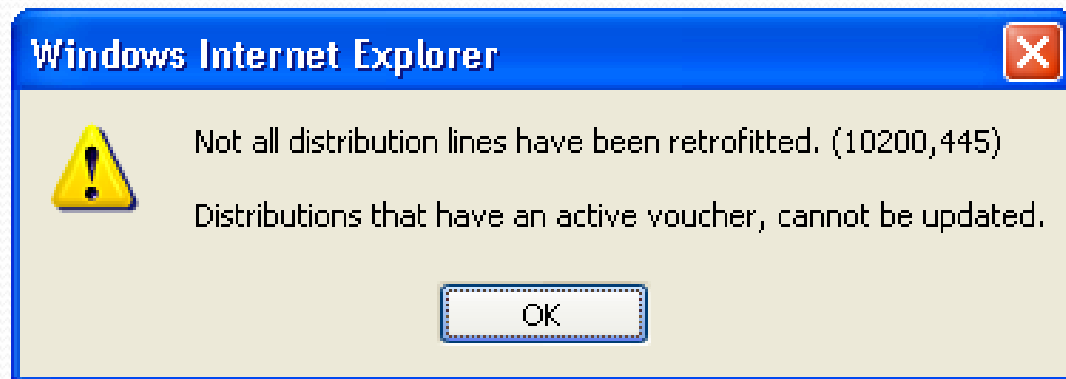
OK

Cancel

Refresh

# Exception

- This won't work if the PO has already been partially paid. You will receive this error message.



# Budget Check

4. All distribution lines should have the new budget date. Review the PO under Express Purchase Order to make it easier. If they are all OK, do a budget check.

The screenshot displays a software interface for managing purchase orders. It shows two lines of a purchase order, each with a distribution table. A red circle highlights the 'Budget Date' column in the distribution tables for both lines, indicating the area to be checked for the new budget date.

**Line 1: oven range**

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	04/04/2011	YCC-ADMIN	1.0000	4,155.53000	4,155.53	Active	Quantity

Dist	Status	Percent	PO Qty	Amount	Curr	*GL Unit	*Account	Oper Unit	Fund	Dept	Class	Budget Date	*Location
1	Open	100.000	1.0000	4,155.53	USD	53000	552085	530	001	3110	53079	07/01/2011	PO_HE

**Line 2: freight**

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	04/04/2011	YCC-ADMIN	1.0000	195.00000	195.00	Active	Quantity

Dist	Status	Percent	PO Qty	Amount	Curr	*GL Unit	*Account	Oper Unit	Fund	Dept	Class	Budget Date	*Location
1	Open	100.000	1.0000	195.00	USD	53000	552085	530	001	3110	53079	07/01/2011	PO_HE

# Questions?



# Scenario #3

- Purchase orders that have been partially received before 7/1/2011 and/or partially paid in old biennium
  - According to Policy 201, the items that were received prior to July 1 must be paid by voucher backdated to 6/30/11.
    - ❖ PLEASE use receiving and pay by the receipt number in the PO voucher.
  - If the remaining items are received between July 1 and July 26, pay the new receipt number in a voucher dated in new biennium.



# Matching Dates in Scenario 3

- To pay the remaining part in the new biennium, the PO budget dates must match the voucher's.  
Agencies have two options:
  1. Copy the old PO into a new one with all dates in new biennium. Keep only the unpaid items and delete the rest before budget checking.
  2. Close the PO and budget check to remove remaining encumbrances in old biennium. Pay the rest of the PO with a regular voucher in new biennium, and reference the PO in the voucher.

# Stop Light Concept

- Think of using the query reports as a stop light and highlight the lines accordingly:
  - **Red** for payments that must be paid in 2011 biennium
  - **Green** for payments that must be paid in 2013 biennium (in total)
  - **Yellow** for POs that were partially received in old biennium and must be partially rolled into new biennium

# Questions?



# Reopening Closed POs

- **Pros:**

- Works great for POs that were not partially paid in old biennium
- Keeps all previous data, including any split distributions
- You can keep the existing PO number

- **Cons:**

- Reopening manually causes ALL lines to be reopened, even those already received and paid
- You must be very careful to change ALL budget dates to proper budget period
- You can only reopen one PO at a time

# How to Reopen Manually

- See checklist at <http://www.nd.gov/vr/vmr/docs/reopen-closed-po-instructions.pdf>
- Navigation: ND Utilities & Interfaces > ND State Applications > Procurement & Vendors > Reopen Closed POs

# Manual Reopen Process

Once you set up a run control ID, enter your business unit and PO number to be reopened.

The screenshot shows a web-based interface for the 'Reopen Closed POs' process. At the top, there is a tab labeled 'Reopen Closed POs'. Below the tab, the 'Run Control ID' is set to 'Your\_Name'. To the right of this are two links: 'Report Manager' and 'Process Monitor', followed by a 'Run' button. The main section is titled 'Process Request Parameters' and contains two radio button options: 'Last Close PO Run' (unselected) and 'Select POs to be Reopened' (selected). Below these options is a sub-section titled 'Reopen PO Selection Criteria' which contains several input fields: 'Reopen Request' is set to 'Specific Document'; 'Business Unit' is '11200' with a magnifying glass icon; 'Purchase Order' is '0000002835' with a magnifying glass icon; 'PO Date' is 'All'; and 'Activity Date' is 'All'.

Reopen PO Selection Criteria	
Reopen Request:	Specific Document
Business Unit:	11200
Purchase Order:	0000002835
PO Date:	All
Activity Date:	All

# Manual Reopen Process

Be sure to select the first option of Accounting Date Options and enter a date of July 1<sup>st</sup> or after.

The screenshot displays the 'Reopen Closed POs' process form. At the top, there is a tab labeled 'Reopen Closed POs'. Below the tab, the 'Run Control ID' is set to 'Your\_Name'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main section is titled 'Process Request Parameters'. It contains two radio buttons: 'Last Close PO Run' (unselected) and 'Select POs to be Reopened' (selected). Below these is a sub-section titled 'Reopen PO Selection Criteria' with the following fields: 'Reopen Request' (Specific Document), 'Business Unit' (11200), 'Purchase Order' (0000002835), 'PO Date' (All), and 'Activity Date' (All). At the bottom of the form is the 'Accounting Date Options' section, which is circled in red. It contains two radio buttons: 'Accounting Date OptionsOpen with Specified Accounting Date' (selected) and 'Accounting Date OptionsOpen with Existing Accounting Date' (unselected). The date '07/01/2011' is entered in the date field next to the selected option. At the very bottom, there is a checkbox labeled 'Reopen Associated Requisitions ?' which is checked.

Reopen Closed POs

Run Control ID: Your\_Name [Report Manager](#) [Process Monitor](#) [Run](#)

**Process Request Parameters**

☐ Last Close PO Run  
☒ Select POs to be Reopened

**Reopen PO Selection Criteria**

Reopen Request: Specific Document  
Business Unit: 11200  
Purchase Order: 0000002835  
PO Date: All  
Activity Date: All

**Accounting Date Options**

☒ Accounting Date OptionsOpen with Specified Accounting Date 07/01/2011  
☐ Accounting Date OptionsOpen with Existing Accounting Date

☒ Reopen Associated Requisitions ?

# Reopen Process

- Continue process like others:
  - Click "Run"
  - On the [Process Scheduler Request](#) page, click "OK"
  - Go into the [Process Monitor](#) and refresh until you get "Success" and "Posted."
- You will now be able to open the PO under Add/Update POs
- We recommend you double check the budget dates in the reopened PO



# Watch Budget Dates

Open the PO and verify the new accounting date under these links: [Header Details](#) and [PO Defaults](#)

Maintain Purchase Order

Purchase Order

Unit: 11200

PO ID: 0000002835

Copy From:

PO Status: Dispatched

Budget Status: Not Chk'd

☐ Hold From Further Processing

▼ Header

\*PO Date: 06/03/2011

Vendor: MIDCONTINE-005

\*Vendor ID: 0000081925

\*Buyer: RMERICKSON@N

PO Reference: Mandan National Guard Cable

Vendor Search

Vendor Details

MIDCONTINENT BUSINESS SOLUTIONS

Erickson,Rodney M

Doc Tol Status: Valid

Backorder Status: None

Receipt Status: Not Recvd

\*Dispatch Method: Print

Dispatch

Amount Summary

Merchandise: 150.00

Freight/Tax/Misc.: 0.00

Total Amount: 150.00 USD

Calculate

Header Details

PO Defaults

Add Comments

PO Activities

Document Status

Requisitions

Add ShipTo Comments

Add Items From

Select Lines To Display

Purchasing Kit

Catalog

Item Search

Line:

To:

Retrieve

# Header Details

This date should have changed to the date you entered on the Reopening screen

**Maintain Purchase Order**

---

**PO Header Details**

Unit: 11200      PO ID: 0000002835      Vendor: MIDCONTINE-005

**PO Details**

Vendor:	MIDCONTINE-005	PO Date:	06/03/2011
*PO Type:	GEN	Budget Status:	Not Chk'd
*Billing Location:	AABILLTO <a href="#">Billing Address</a>	<input checked="" type="checkbox"/> Tax Exempt	ID: E-2001
Origin:	041 TELECOMMUN	Letter of Credit ID:	

**Currency**

Currency Code:	USD <a href="#">Exchange Rate Detail</a>	Base Currency:	USD
Rate Date:	01/01/1900	Exchange Rate:	1.00000000
Rate Type:	CRRNT		

**Process Control Option**

Acknowledgements required for	Not required	Accounting Date:	07/01/2011
<input checked="" type="checkbox"/> Dispatch	*Method: Print	Accounting Template:	STANDARD

OK    Cancel    Refresh

If the date is correct, click "OK" or change the date first if it's not.

# PO Details

If you customized your PO Defaults screen as earlier suggested, it will be easy to find the budget date.

**Maintain Purchase Order**

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**Purchase Order Defaults**

Unit: 11200 PO ID: 0000002835 Vendor: MIDCONTINE-005

**Default Options**

☐ Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

☒ Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Line**

Category: 92002 Unit of Measure: EA

**Schedule**

Ship To: AASHPDCN Ship to - DCN Ultimate Use Code:   
Due Date: 06/06/2008 Original Promise Date:   
Ship Via: COMMON Freight Terms Code: FOB DEST   
Arbitration:   
\*Distribute by: Quantity Freight Charge Method: Weight   
[One Time Address](#)

**Distribution**

SpeedChart:

**Distributions**

Chartfields Asset Information

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Class	Budget Date	Location
1	100.0000	11200	621350	112	780	6950	11230	06/03/2008	AASHPDCN

OK Cancel Refresh

Correct this field as necessary.

# Retrofit Budget Dates

Be sure to change only the budget date on this screen if you wish to keep all previous information intact.

**Maintain Purchase Order**

**Retrofit field changes to "all" existing PO lines/schedules/distributions.....**

Unit: 11200 PO ID: 0000002835 Vendor: MIDCONTINE-005

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.  
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.  
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.  
Select 'Apply to All Distributions' to apply changes to all distribution lines on the PO.

Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input type="checkbox"/>	1	Fund	001	<input type="checkbox"/>
<input type="checkbox"/>	1	Dept	1002	<input type="checkbox"/>
<input type="checkbox"/>	1	Class	11272	<input type="checkbox"/>
<input type="checkbox"/>	1	Budget Date	2011-07-01	<input checked="" type="checkbox"/>

☒ [Select All](#) ☐ [Clear All](#)

After checking the right box, click "OK". Save your PO on the main screen.

# Verify Budget Dates

- If you have only one line and one schedule, you can turn to the Distribution page to verify the budget date changed.
- For multi-line POs, we recommend reviewing the PO under Express Purchase Order. Be sure to "Expand All."

The screenshot displays a procurement system interface with three main sections: Lines, Schedules, and Distributions.

**Lines Section:**

Line	Item	Description	PO Qty	*UOM	Category	Amount	Status
1		Install Network Package cable	1.0000	EA	92002	150.00	Active

**Schedules Section:**

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	06/06/2008	AASHPDCN	1.0000	150.00000	150.00	Active	Quantity

**Distributions Section:**

Chartfields | Asset Information | Req Detail | **Statuses** | [Expand All]

Dist	Status	Percent	PO Qty	Amount	Curr	*GL Unit	*Account	Oper Unit	Fund	Dept	Class	Budget Date	*Location	PC B Unit
1	Open	100.000	1.0000	150.00	USD	11200	621350	112	780	6950	11230	07/01/2011	AASHP	

# Copying vs Reopening

- Copying old to new year

- ❖ New biennium dates will automatically fill in if done in July
- ❖ Lines that are fully paid can be deleted
- ❖ Lines that are partially received and paid can be changed to the new quantity.

- Closing and Reopening

- ❖ Have to watch budget dates closely
- ❖ Less steps for POs that have never been received or paid
- ❖ Partially or fully paid lines cannot be deleted – they must be closed again.

# Questions??



# Reopen by Spreadsheet

- On website at [www.nd.gov/vr/purchmod/](http://www.nd.gov/vr/purchmod/) called "Spreadsheet to Mass Reopen POs in New Biennium"
- Instructions are on first tab of Excel spreadsheet
- Example:

A	B	C
Business Unit	PO #	Line # to be Reopened
53000	0000019627	2
53000	0000019627	3
53000	0000019627	4
53000	0000019628	5
53000	0000019628	6
53000	0000019628	7
53000	0000019628	8
53000	0000019628	9
53000	0000019628	10
53000	0000019629	1



# Reopen Spreadsheet con't.

- Save Excel spreadsheet, then forward on to [bhaman@nd.gov](mailto:bhaman@nd.gov). Bev will reopen these PO lines after the old biennium is closed.
- This can be done at any time after July 28th.

# Online Help

- Vendor Registry has several OnDemand topics to help you:
  - New to Receiving? (ST 11.2.1 – Receive with a PO)
  - Help Entering PO Vouchers (ST 4.1.8 – PO Vouchers)
  - Reopening Closed POs (ST 11.4.9 – Reopen Closed POs)
  - New Section: 11.5 – Biennium Rollover Procedures

# Helpful Queries

- **NDS\_PO\_DTL\_BIENNIUM**
  - This query gives line item detail of all purchase orders that are still active in this biennium. Run this to check on the status of your agency's POs at any time.
- **NDS\_TRUE\_ENC\_AMT**
  - This query will give you the encumbrance amounts for a specified period of time. You may want to run this in July for the new 2013M01 to see if any POs were budget checked under the wrong period.

# Repercussions

- What will happen if your agency does not follow the previous instructions?
  - It won't affect your bottom line expenditures at all.
  - But you will start your agency's accounting reports with encumbrances in error.
  - These errors will stay on reports for the entire biennium.
  - Vendor Registry cannot help agencies fix most encumbrance errors after the 2011 biennium is closed.

# Good Luck!

- Bev Haman, 328-2741  
[bhaman@nd.gov](mailto:bhaman@nd.gov)
- Renee Walery, 328-1729  
[rwalery@nd.gov](mailto:rwalery@nd.gov)